

STATE OF LOUISIANA

BELLSOUTH VIDEO CONFERENCING SERVICE REQUEST FORM

Schedule Request for "REGULARLY SCHEDULED" Sessions

Fax one (1) copy to the BellSouth Video Conferencing Service Scheduling Center at 1-800-362-9137.

To call the BellSouth Video Operations Center, dial 1-800-777-8805.

Requested by: _____

Phone #: _____

Return Fax #: _____

Today's Date: _____

Session Name: _____

Institution/Agency Name: _____

Request: New ☐ Change ☐ Cancel ☐

To be filled out by BellSouth

Confirmed by: _____

Session ID: _____

Return Fax Date: _____

Scheduled:

☐ 1st Choice at Time

☐ Alt. Choice at Time

Regularly Scheduled Session: Start Date: _____ Stop Date: _____
MON - ☐ TUE - ☐ WED - ☐ THU - ☐ FRI - ☐ SAT - ☐ SUN - ☐
Start Time: _____ CENTRAL TIME Stop Time: _____ CENTRAL TIME

To be filled out by BellSouth :

BellSouth Scheduled Time: Start Time: _____ Stop Time: _____

Exception Dates: _____; _____; _____; _____; _____;

Optional:

1. Maintaining same session length, the session may be started _____ minutes earlier or _____ minutes later to avoid scheduling conflicts.
2. Session may be shortened by adjusting Start time _____ minutes later or Stop time _____ earlier to avoid scheduling conflicts.
3. All sessions of the program must begin and end at the same time. YES ☐ NO ☐

Comments: _____

Host site accepts responsibility for payment of all charges billed by BellSouth for non-BellSouth certified "guest sites".

Customer Signature: _____ Date: _____

Type of Session: Point-to-Point ☐ Multipoint ☐ Guest ☐ Video Speed: _____

Optional Features: Audio Add-on ☐ T-120 ☐ Attended/Monitored Option ☐

Host Site (originating):

Site ID:

1. _____

Receiving Sites

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

NOTE: Scheduling can be established from two hours to eighteen (18) months in advance based on MCU/facility availability. The minimum conference time for all video bit rates is 30 minutes. Conference sites canceled less than 24 hours prior to the scheduled conference time will be billed as scheduled.